



## MEMORANDUM

TO: USAS Staff, Volunteers and Athletes

FROM: Robert Mitchell, ED/CEO

DATE: January 3, 2013

SUBJECT: Policy: Updated Event Payment Standards for Staff, Athletes & Volunteers

1. This policy provides uniform standards for travel payments and compensation to those providing volunteer services to USAS. We are pleased to pay stipends, and other forms of honoraria for services provided as outlined below. These payments are offered to defray costs and recognize the contributions of skilled volunteers, but are not necessarily intended to compensate individuals for the market value of their services.

2. Per diem payments may be made to cover meal and miscellaneous expenses associated with a USAS activity. Adjustments to such payments can be made by the Person in Charge (PIC) depending upon the situation which may merit increased or decreased payments relevant to the situation. Travel to high cost areas may merit increases. Where meals are provided or the situation merits, per diem may be reduced appropriately. Per diem will typically not be paid for activities at the Olympic Complex where meals are provided. Daily per diem rates are as follows:

A. Volunteers & Staff	\$40
B. Athletes	\$35
C. Asia (all)	\$50
D. Europe (all)	\$65
E. Shotgun Referees	\$50

3. Mileage for drivers of personal vehicles will be reimbursed at the rate of \$.50 per mile. Typically, mileage payments will be limited to the cost of an economy airline ticket for the same travel. Local mileage for in and around the destination may be reimbursed additionally.

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4. Stipends and honorariums may be paid for services rendered. The National Coach or PIC will determine where and when honorariums are paid in accordance with the following standards:

- A. Physiotherapist and other medical specialists: \$200/day plus applicable per diem.
- B. Lead Coaches in charge of camps, clinics and competition travel: \$150 per day including one travel day plus applicable per diem.
- C. Assistant Coaches: \$100 per day including one travel day plus applicable per diem.
- D. Assistants for camps/clinics, seminars, guest speakers at events such as Coach College, instructors, and others who are selected to contribute in a specialized, significant way: \$75/day.
- E. Professional staff (USOC or allied organization): per diem only.
- F. Team Leaders and Assistant Team Leaders: per diem only.
- G. Chief Range Officers: per diem only.
- H. Other match officials or volunteers: per diem only.
- I. Athletes selected for roles similar to those described above, i.e., assistants, special guest speakers, seminar assistants or leaders: \$50/day plus applicable per diem.
- J. The ED/CEO, Director of Operations or PIC may authorize variations from the established standards as may be merited.

5. All stipend/honorarium payments are to be made by USAS check initiated by a Check Request. Under no circumstances are such payments to be made by cash other than per diem for which a signature acknowledging payment receipt is required.

6. Fees paid as honorariums/stipends will be issued Form 1099 for annual payments exceeding \$600 in accordance with IRS regulations.

7. Coaches and staff may also request assistance from athletes without stipend payments as part of the athletes' obligation to help with routine functions such as shooting demos, discussions, basic instruction, appearances, speeches, "dog-and-pony shows," and so forth. Additionally, Resident Athletes are required to work without stipend payments as part of their commitment to USAS

8. Specialists who are invited to contribute on a contractual basis are not subject to the foregoing standards. For instance, a professional speaker invited for a special presentation may be contracted outside the established standards. USAS does however, expect most shooting related services be provided on a volunteer basis with the proscribed stipend/honoraria being appropriate.